

CLASS TITLE:

**BILLING SPECIALIST
(DOT)**

Class Code: 02453500

Pay Grade: 18A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform difficult skilled duties in the verification of vouchers related to federal reimbursement for transportation projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement; work is checked or verified by review of reports.

SUPERVISION EXERCISED: May supervise subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform difficult skilled duties in the verification of vouchers related to federal reimbursement for transportation projects.

To verify property settlement vouchers for proper amounts and to verify related supporting documentation.

To code such data for federal reimbursement.

To apply cost codes to all construction documents and other reimbursable items in accordance with procedures approved by the Federal Bureau of Public Roads for accumulation of project costs and federal reimbursement.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of, and the ability to apply, those auditing principles and practices required in the determination of the amounts of reimbursement due from federal funds for state expenditures for transportation projects including highway construction and reconstruction; a working knowledge of the principles and practices of bookkeeping and a reasonable speed and accuracy in making complex tabulations and arithmetical computations; a working knowledge of standard office methods and procedures; a familiarity with the uses of standard office equipment; the ability to understand and carry out both oral and written directions; the ability to operate adding and calculating machines; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving the performance of office work which required the application of some accounting principles and preparation of accurate reports.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 24, 1987

Editorial Review: 3/15/03